Internal Audit Work Paper

RMA Number	Working Paper Number:
Audit name:	Audit Number:
Auditor:	Date
Reviewer	Date:

Cross References:

Refer to any supporting documents / information. This could be the documents / information supplied by the business, other working papers. In referencing documents be specific(Version, page, paragraph). Also, the cross reference should clearly articulate the work paper reference and a brief description of cross reference e.g. CR 3 1.1 Work paper 2 Interview_1 John Doe

Time Period:

Reference time period covered by the test. E.g. if sampled data state period covered; if observation what time period covered; if reviewing management reports, over what period.

Objective of the test:

Describe what we are going to test and why. Which controls / data / process steps etc. are we going to test and is it from design effectiveness and/or operating effectiveness perspective. Why are we performing the test? What are we planning to prove?

Samples: *List the documents / data / information sampled*

Work performed:

Describe the test steps performed If all the tests in the Audit Work Program were performed just mention that all tests in the AWP were performed. Only elaborate what is not mentioned in the AWP. Description should be at the level that would allow another auditor to re-perform. If there are limitations note these and the reasons for such limitations, e.g. some data was not available. Remember a limitation might be a finding. Should not exceed more than two pages.

Results and analysis:

What did we find from the tests, e.g. 2 out of 5 samples tested didn't follow procedure. Document root cause analysis of results obtained along with linkages to other work on audit if any. Should not exceed half a page

Conclusion

Control gap or no control gaps. Any other work required. Reference it to the audit finding in the draft report if any.

Audit Workpaper Documentation

David Baud

Audit Workpaper Documentation:

The book delves into Audit Workpaper Documentation. Audit Workpaper Documentation is a crucial topic that needs to be grasped by everyone, ranging from students and scholars to the general public. This book will furnish comprehensive and in-depth insights into Audit Workpaper Documentation, encompassing both the fundamentals and more intricate discussions.

1. This book is structured into several chapters, namely:

   - Chapter 1: Introduction to Audit Workpaper Documentation
   - Chapter 2: Essential Elements of Audit Workpaper Documentation
   - Chapter 3: Audit Workpaper Documentation in Everyday Life
   - Chapter 4: Audit Workpaper Documentation in Specific Contexts
   - Chapter 5: Conclusion

2. In chapter 1, this book will provide an overview of Audit Workpaper Documentation. This chapter will explore what Audit Workpaper Documentation is, why Audit Workpaper Documentation is vital, and how to effectively learn about Audit Workpaper Documentation.
3. In chapter 2, the author will delve into the foundational concepts of Audit Workpaper Documentation. The second chapter will elucidate the essential principles that need to be understood to grasp Audit Workpaper Documentation in its entirety.
4. In chapter 3, this book will examine the practical applications of Audit Workpaper Documentation in daily life. The third chapter will showcase real-world examples of how Audit Workpaper Documentation can be effectively utilized in everyday scenarios.
5. In chapter 4, the author will scrutinize the relevance of Audit Workpaper Documentation in specific contexts. This chapter will explore how Audit Workpaper Documentation is applied in specialized fields, such as education, business, and technology.
6. In chapter 5, this book will draw a conclusion about Audit Workpaper Documentation. This chapter will summarize the key points that have been discussed throughout the book.
   This book is crafted in an easy-to-understand language and is complemented by engaging illustrations. It is highly recommended for anyone seeking to gain a comprehensive understanding of Audit Workpaper Documentation.

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